

Utah Core  
Criterion-Referenced Test  
Computer-Based Testing  
**Test Administration  
Manual**

**Secondary Mathematics**

Math 7  
Pre-Algebra  
Algebra 1  
Geometry  
Algebra 2

**2008**



# **TEST ADMINISTRATION MANUAL**

## **Administering the Computer-Based Secondary Mathematics Criterion-Referenced Tests**

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## 2008 TEST OVERVIEW

**General Materials Needed:** pencil, scratch paper, book to read when done (or another quiet, non-electronic activity)

### Math

Test	Sections	Pilot Questions	New for 2008	Additional Materials
<b>Math 7</b>	3	Yes	<ul style="list-style-type: none"> <li>The 2008 CRT pilot items are aligned to the new Math Core Curriculum</li> <li>New Reference Sheet for Section 3</li> </ul>	Reference Sheet, Ruler, Protractor, Calculator
<b>Pre-Algebra</b>	3			Reference Sheet, Ruler, Calculator
<b>Algebra 1</b>	3			Reference Sheet, Calculator
<b>Geometry</b>	3			Reference Sheet, Calculator
<b>Algebra 2</b>	2	Pilot only	<ul style="list-style-type: none"> <li>New Reference Sheet for test</li> </ul>	Reference Sheet, Graphing Calculator

### Available Tools

Test	Calculator	Option Eliminator	Highlighter	Protractor	Ruler
Math 7	✓	✓	✓	✓	✓
Pre-Algebra	✓	✓	✓		✓
Algebra 1	✓	✓	✓		
Geometry	✓	✓	✓		
Algebra 2	✓	✓	✓		

**Note to Test Administrators:** The scientific calculator on the computer may give answers in terms of “pi” ( $\pi$ ) and “square root” ( $\sqrt{\phantom{x}}$ ). If decimal answer is desired, have the student use the “mode” key on the calculator and change the fourth setting from “mathprint” to “classic” by using the down arrow key to move the cursor down to the word “classic” and then pressing the “enter” key followed by the “clear” key.

## 2008 TEST SCHEDULING GUIDE

**IMPORTANT:** This test is administered on multiple days in accordance with this scheduling guide.

Math 7 Test Sessions	Activity	Time of Administration
<b>Prep</b>	<ul style="list-style-type: none"> <li>Verify that TestNav™ opens to URL: <a href="http://www9.etest.pearson.com/UPASS">http://www9.etest.pearson.com/UPASS</a></li> <li>Confirm that Student Authorization Tickets have been printed and are ready for distribution to students.</li> </ul>	Approximately 10 minutes
<b>Section 1 (Day 1)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 2 (Day 2)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 3 (Day 3)</b>	Multiple-choice items	Approximately 50 minutes
<b>Completion Session</b>	Make-up session for individual students who were absent for any of the testing sessions or who have not finished any section of the test.	As needed

Pre-Algebra Test Sessions	Activity	Time of Administration
<b>Prep</b>	<ul style="list-style-type: none"> <li>Verify that TestNav™ opens to URL: <a href="http://www9.etest.pearson.com/UPASS">http://www9.etest.pearson.com/UPASS</a></li> <li>Confirm that Student Authorization Tickets have been printed and are ready for distribution to students.</li> </ul>	Approximately 10 minutes
<b>Section 1 (Day 1)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 2 (Day 2)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 3 (Day 3)</b>	Multiple-choice items	Approximately 50 minutes
<b>Completion Session</b>	Make-up session for individual students who were absent for any of the testing sessions or who have not finished any section of the test.	As needed

Algebra 1 Test Sessions	Activity	Time of Administration
<b>Prep</b>	<ul style="list-style-type: none"> <li>Verify that TestNav™ opens to URL: <a href="http://www9.etest.pearson.com/UPASS">http://www9.etest.pearson.com/UPASS</a></li> <li>Confirm that Student Authorization Tickets have been printed and are ready for distribution to students.</li> </ul>	Approximately 10 minutes
<b>Section 1 (Day 1)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 2 (Day 2)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 3 (Day 3)</b>	Multiple-choice items	Approximately 50 minutes
<b>Completion Session</b>	Make-up session for individual students who were absent for any of the testing sessions or who have not finished any section of the test.	As needed

<b>Geometry Test Sessions</b>	<b>Activity</b>	<b>Time of Administration</b>
<b>Prep</b>	<ul style="list-style-type: none"> <li>• Verify that TestNav™ opens to URL: <a href="http://www9.etest.pearson.com/UPASS">http://www9.etest.pearson.com/UPASS</a></li> <li>• Confirm that Student Authorization Tickets have been printed and are ready for distribution to students.</li> </ul>	Approximately 10 minutes
<b>Section 1 (Day 1)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 2 (Day 2)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 3 (Day 3)</b>	Multiple-choice items	Approximately 50 minutes
<b>Completion Session</b>	Make-up session for individual students who were absent for any of the testing sessions or who have not finished any section of the test.	As needed

<b>Algebra 2</b>	<b>Activity</b>	<b>Time of Administration</b>
<b>Prep</b>	<ul style="list-style-type: none"> <li>• Verify that TestNav™ opens to URL: <a href="http://www9.etest.pearson.com/UPASS">http://www9.etest.pearson.com/UPASS</a></li> <li>• Confirm that Student Authorization Tickets have been printed and are ready for distribution to students.</li> </ul>	Approximately 10 minutes
<b>Section 1 (Day 1)</b>	Multiple-choice items	Approximately 50 minutes
<b>Section 2 (Day 2)</b>	Multiple-choice items	Approximately 50 minutes
<b>Completion Session</b>	Make-up session for individual students who were absent for any of the testing sessions or who have not finished any section of the test.	As needed



## OVERVIEW OF THE CORE CRITERION-REFERENCED TESTS

### INTRODUCTION

The Core Criterion-Referenced Tests (CRTs) were developed from the Utah Core Curriculum for each content area. The test questions were written by Utah teachers and reviewed and edited by Utah teachers; district content specialists; university representatives; members of the community; Utah State Office of Education (USOE) specialists in the Assessment, Curriculum, and Students at Risk sections; and contracted curriculum and assessment experts.

### TEST SECURITY

**CRTs are highly secure materials and should be treated as such.** This means that test materials and Student Authorization Tickets should be handled only by qualified personnel, that a system of materials accounting should be in place to ensure that Student Authorization Tickets are distributed and collected in a systematic and secure fashion, and that all other materials are accounted for at the conclusion of testing. You are responsible for securely storing all **used and unused** test materials.

It is extremely important that all staff members involved in the distribution and administration of these tests follow the directions for administration very carefully. At the conclusion of testing, **all testing materials** (including this *Test Administration Manual*) must be returned to your school's testing coordinator.

### TESTING ETHICS

**Under no circumstances should actual questions from these tests be taught to or reviewed with students. Copying the test is not permitted.** Such practices violate test security and are professionally unethical. According to state law, evidence of these illegal activities can result in disciplinary action and/or the loss of teacher licensure.

For further information regarding testing ethics and test security, see the Utah State Board of Education-approved *Standard Test Administration and Testing Ethics Policy*. This document is available at the following URL:

<http://www.schools.utah.gov/assessment/DOCUMENTS/AAEthicsPolicy.doc>.

## OVERVIEW OF TESTING ADMINISTRATION

### INTRODUCTION

CRTs are not timed. Every student should be provided sufficient opportunity to complete the test. Testing will need to be scheduled for any students who require test accommodations that cannot be facilitated during the regular testing sessions.

Unexpected circumstances (e.g., fire drills, power failures) may interrupt testing. If the interruption occurs during any testing session, instruct students to exit TestNav™.<sup>1</sup> The test administrator/proctor will determine if there is time for students to complete this task based on the test administrator's/proctor's knowledge of the urgency of the circumstances. When normal conditions are restored, resume testing.<sup>2</sup> Interruptions should not reduce the total amount of time students are given to complete the session.

### SCHEDULING MAKE-UP TESTING AND TEST COMPLETION SESSIONS

Make-up sessions do not have to be administered in the students' regular classrooms; students may be tested by a guidance counselor or another teacher assigned to monitor make-up testing. Test completion sessions may include students working on different sections of the test.

For questions concerning the information presented in this manual or about administration of the CRTs, please contact your school's testing coordinator.

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<sup>1</sup> In this instance, students should be instructed to exit TestNav™ by pressing Alt-F4 and selecting the "Save and Exit" button in the lower left-hand corner of the screen.

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<sup>2</sup> When normal conditions are restored, the Lab/Session Manager will need to "Resume" students through the CBT website and students will need their Student Authorization Tickets to log back into TestNav™. After logging into TestNav™, students will be restarted at the point where they stopped taking the test.

**SUMMARY OF RESPONSIBILITIES FOR CBT TEST ADMINISTRATION**

The computer-based administration of CRTs requires the involvement of multiple individuals at each testing site, representing four different roles: the site coordinator, technical support personnel, lab/session manager, and test administrator/proctor. These roles and responsibilities are outlined below.

- Site Coordinator (school's testing coordinator)
  - Oversee all aspects of testing, paper-based and computer-based.
  - Ensure that all policies and procedures required for standardized test administration occur.
  - Compile documentation concerning unique student circumstances that affect testing.
  - Download 48-hour raw score reports.
  - Cross-reference 48-hour raw score reports against Session Rosters to ensure that all students who were expected to test are accounted for, and that Special Codes are accurately marked.
  - Work with LEA Assessment personnel to resolve issues with testing.
- Technical Support Personnel
  - Ensure that each student workstation is able to support CBT.
  - Set up TestNav™, including early warning and proctor caching.
  - Troubleshoot technical issues that interrupt testing.
  - Communicate with LEA technical personnel if problems occur which prevent students from testing.
- Lab/Session Manager
  - Work with the Site Coordinator and/or Test Administrator/Proctor to set up Session Rosters, print Student Authorization Tickets, start sessions, mark special codes for appropriate students, mark tests as complete, stop sessions, and resolve CBT issues.
  - Document any situations that affect testing (e.g., fire drills, technical issues).
- Test Administrator/Proctor (this is typically a classroom teacher)
  - Actively proctor testing.
  - Follow all requirements outlined in the *Test Administration Manual*.
  - Ensure that students do not submit tests for scoring until all sections are finished.
  - Work with the Lab/Session Manager to resolve problems that arise during testing.
  - Work with Lab/Session Manager to schedule make-up or completion sessions for students to finish testing.
  - Work with Site Coordinator to review each raw score report for accuracy.

Depending on the organization of the LEA and school, several of these roles may be combined as needed. For the purposes of this manual, these roles have been separated out. Each individual fulfilling these roles should have been trained for their specific role. This *Test Administration Manual* is specifically designed for the Test Administrator/Proctor, however, because of the interdependency of these roles, there is some topical description provided.

## CHECKLIST FOR TEST ADMINISTRATOR/PROCTOR

### Before Testing:

- \_\_\_\_\_ Meet with school's testing coordinator:
  - \_\_\_\_\_ To review testing procedures.
  - \_\_\_\_\_ To complete *Standard Test Administration and Testing Ethics Training*.
  - \_\_\_\_\_ To verify completion of training.
  - \_\_\_\_\_ To clarify any questions.
- \_\_\_\_\_ Notify students and parents about testing.
- \_\_\_\_\_ Review assessment accommodation guidelines and make arrangements for students who qualify. Refer to Appendix A for instructions.
- \_\_\_\_\_ Determine if a student requires a Special Code indicated on the Student Data Screen. (See Appendix B.)
- \_\_\_\_\_ Prior to the start of Session One, indicate any appropriate Special Code on the Student Data Screen. (See Appendix B.) Individual school sites should determine who is responsible for completing this task.
- \_\_\_\_\_ Encourage students to bring a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.
- \_\_\_\_\_ Become thoroughly familiar with the *Test Administration Manual*.
- \_\_\_\_\_ Receive materials from your school's Site Coordinator or Lab/Session Manager and take an inventory to ensure you have the appropriate materials. Needed materials are as follows:
  - \_\_\_\_\_ Student Authorization Ticket
  - \_\_\_\_\_ scratch paper and pencil for each student to be used during the test
  - \_\_\_\_\_ a "TESTING, DO NOT DISTURB" sign for the door
  - \_\_\_\_\_ any additional supplies or materials specific for your subject area test (see page vi)
- \_\_\_\_\_ Schedule a brief amount of time (approximately 10 minutes) to assist those students during the introduction of computer-based testing directions.
- \_\_\_\_\_ Place a "TESTING, DO NOT DISTURB" sign on the door to the classroom and work to minimize interruptions and distractions.
- \_\_\_\_\_ Just prior to testing, set all computers to the Login screen of the TestNav™ Delivery System (TestNav™).

**During Testing:**

- \_\_\_\_\_ Administer the test following the script in the *Test Administration Manual* word for word.
- \_\_\_\_\_ Prior to the start of the last session, make any appropriate corrections to the Special Code information on the Student Data Screen. (See Appendix B.) Individual school sites should determine who is responsible for completing this task.
- \_\_\_\_\_ Continually monitor students to ensure that they are working on the test and that they understand how to mark their test answers.
- \_\_\_\_\_ Check to see that students are on the correct section. If it is observed that a student inadvertently misses items, encourage him/her to go back and answer those questions.
- \_\_\_\_\_ Keep communication between you and the students to a minimum.
- \_\_\_\_\_ Supply students with new pencils as needed.
- \_\_\_\_\_ Resume student IDs as necessary.
- \_\_\_\_\_ Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.
- \_\_\_\_\_ Maintain and oversee the security of all test materials.
- \_\_\_\_\_ Make note of any irregularities during testing, including students who will require a make-up or test completion opportunity (with the Lab/Session Manager).

**After Testing:**

- \_\_\_\_\_ Arrange make-up and test completion sessions for students who miss all or part of the test (with the Lab/Session Manager).
- \_\_\_\_\_ Separate test materials as described below:
  - \_\_\_\_\_ used Student Authorization Tickets
  - \_\_\_\_\_ unused Student Authorization Tickets
  - \_\_\_\_\_ this *Test Administration Manual*
- \_\_\_\_\_ Make certain that all students who have completed **all** sections of the test are in “Stopped” status on the Session Roster screen in Test Session Management (with Lab/Session Manager).
- \_\_\_\_\_ Organize and return all used and unused secure test materials to your Site Coordinator.
- \_\_\_\_\_ Review each raw score report for accuracy (with Site Coordinator).

## CHECKLIST FOR LAB/SESSION MANAGER

The primary responsibility of the Lab/Session Manager is to assist the Site Coordinator, Technical Support Personnel, and Test Administrator/Proctor. No CBT function should be performed by the Lab/Session Manager in isolation of the above individuals. This checklist is intended to be an overview of the Lab/Session Manager's primary responsibilities, not a comprehensive checklist.

### Before Testing:

- \_\_\_\_\_ Create Test Sessions (with Site Coordinator).
- \_\_\_\_\_ Manually add students if necessary (with Site Coordinator).
- \_\_\_\_\_ Print Student Rosters (with Site Coordinator).
- \_\_\_\_\_ Verify that all students who are expected to test are listed on Student Rosters (with Site Coordinator).
- \_\_\_\_\_ Print Student Authorization Tickets (with Site Coordinator).
- \_\_\_\_\_ Enter Special Codes for appropriate students (with Site Coordinator).
- \_\_\_\_\_ Verify that all computers being used for online testing have the following URL in TestNav™: <http://www9.etest.pearson.com/UPASS> (with Technical Support Personnel).
- \_\_\_\_\_ Make arrangements for those students requiring accommodations during testing (with Test Administrator/Proctor).

### During Testing:

- \_\_\_\_\_ Verify that all scheduled Test Sessions are in "Started" status (with Site Coordinator).
- \_\_\_\_\_ Update Special Codes for appropriate students as necessary (with Site Coordinator).
- \_\_\_\_\_ Verify that all students are in "Exited" status between testing sessions.
- \_\_\_\_\_ Make note of any irregularities during testing, including students who will require a make-up or test completion opportunity (with Test Administrator/Proctor).
- \_\_\_\_\_ "Resume" students prior to the next testing session. Note: Do not resume students prior to the day of the testing session.
- \_\_\_\_\_ **IMPORTANT:** Notify Pearson if any students are in "Stopped" status before all test sections have been administered, or when it is suspected that a student may have submitted his/her test before he/she has finished all sections (with Site Coordinator).

**After Testing:**

- \_\_\_\_\_ Make arrangements for any students who have not finished all sections of the test to complete the test (with Test Administrator/Proctor).
- \_\_\_\_\_ Make certain that all students who have completed **all** sections of the test are in "Stopped" status on the Session Roster screen in Test Session Management (with Test Administrator/Proctor).
- \_\_\_\_\_ Return testing materials to the Site Coordinator (with Test Administrator/Proctor).
- \_\_\_\_\_ Following all test make-up or completion sessions, make sure students are in "Stopped" status (with Site Coordinator).
- \_\_\_\_\_ "Mark Test Complete" for any students who, after all opportunities to finish their test have passed, are not finished with testing. This also applies to students who are in sessions but did not take any part of the test. Appropriate special codes should be marked in most cases. This will place a student into "Stopped" status (with Site Coordinator).
- \_\_\_\_\_ All sessions at all schools must be in "Stopped" status prior to the end of the testing window (with Site Coordinator).





# **Detailed Directions for Computer-Based Test Administration**

## **Secondary Mathematics**

Math 7  
Pre-Algebra  
Algebra 1  
Geometry  
Algebra 2

**2008**

## INTRODUCTION

### OVERVIEW

This manual provides detailed directions for administering the 2008 Computer-Based Secondary Mathematics Core Criterion-Referenced Test (CRT) for students in secondary mathematics courses. It is intended to supplement the *Utah User's Guide*<sup>3</sup>, which is available at Pearson's website: <http://etest.pearson.com/customers/Utah/upass/onlinetesting.htm>. The test is composed of a set of common multiple-choice questions which require students to select the best answer from four options. The questions are designed to measure content area objectives from the Secondary Mathematics Core Curriculum.

### OVERVIEW OF THE TESTING SCHEDULE

The test is divided into three sections (except for Algebra 2, which has two sections) that are separated by an Item Review Screen. Be sure to announce to the students immediately before the test begins that all students must stop at this screen. All test sections must be taken in the order presented, with each section being administered on a separate day. Students who complete a section before the end of the testing session are encouraged to recheck their work in that section **only**. They may **not** continue on to the next section. A completion session should be scheduled for students who have not completed the test by the end of the third session.

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<sup>3</sup> The *Utah User's Guide* (*User's Guide for Utah Performance Assessment System for Students (U-PASS)*) is an important part of documentation for CBT testing and was the foundation for all CBT trainings. The *Utah User's Guide* contains step-by-step directions and screen shots of all steps and activities that are necessary for the successful administration of the computer-based CRTs.

**OVERVIEW INFORMATION FOR CBT TEST ADMINISTRATION****LIVE TESTING TESTNAV™ URL ADDRESS**

All computers being used for online testing must have the URL that appears in the box below in the address bar of the TestNav™ access screen:

<http://www9.etest.pearson.com/UPASS>

The URL used for live CRT testing is different from that used to administer the training tests. If it is not changed before students attempt to log in to the live test using their Student Authorization Tickets, students will receive an error message. The URL only needs to be changed at each workstation once (unless a training test is taken between live testing sessions). TestNav™ will repopulate the most recent URL used in the address bar each time it is accessed.

**STUDENT AUTHORIZATION TICKETS**

Every student needs a Student Authorization Ticket with his/her name pre-printed on it. You will need to distribute the Student Authorization Tickets just prior to testing as is described in the Test Administration/Proctor script.

Student Authorization Tickets may be printed in several different formats, depending upon local preferences. They will be produced as part of a PDF file and are available for download from the Session Roster screen. Details about how to generate the Student Authorization Tickets appear in the *Utah User's Guide*. Student Authorization Tickets are secure test materials and must be treated as such.

Utah's Live Testing for CRTs

**DOE, JOHN**

Login ID: 09020499  
Test Code: JWTDMP

You are about to take the online  
Secondary Mathematics 2008 Test.

Please wait for instructions before starting.

Session Name: Mr. Smith's Algebra 1 Class  
Test: Secondary Mathematics 2008

## USAGE OF ITEM REVIEW SCREEN

The Item Review Screen should be the last screen that students see at the end of each test section. It allows students to perform a range of functions which are briefly described below.

- View the status of each test question. Statuses that can be displayed for a test question are:
  - Answered.
  - Not answered.
  - Marked for review.
- Move to any item in the test section (including those marked for Review).
- Move from one section to another section:
  - In the upper right-hand corner of the Item Review Screen are diamonds displaying numbers. These represent each of the sections in the test. The student can use these to navigate to any test section. They should only be used in advancing to a test section, or if a student is participating in a make-up or test completion session.
- Exit the test:
  - This function is described in more detail later in this manual.
- Submit the test to be scored (only on the last section of the test):
  - This function is described in more detail later in this manual. **IMPORTANT NOTE: Once a student submits a test to be scored, the test can NO LONGER be accessed for any reason.**

## "SAVE AND EXIT" VERSUS "SUBMIT" FOR SCORING

- Between test sections, students should "Save and Exit" the test.
- At the END of the final section of the test (and after ALL testing is complete for a student), students should "Submit" the test.
  - Students must NOT "Submit" their test until they are finished taking ALL sections of the test. **Once a student submits a test to be scored, the test can no longer be accessed for any reason.**

### Item Review Screen Between Sections

To go to a specific question, click on the question name.

Question Name	Answered?	Review?
Question 1	Not Required	
Question 2	Not Required	
Question 3	Not Required	
Question 4	Not Answered	
Question 5	Not Answered	
Question 6	Not Answered	
Question 7	Not Answered	
Question 8	Not Answered	
Question 9	Not Answered	
Question 10	Not Answered	
Question 11	Not Answered	
Question 12	Not Answered	
Question 13	Not Answered	
Question 14	Not Answered	
Question 15	Not Answered	
Question 16	Not Answered	
Question 17	Not Answered	
Question 18	Not Answered	
Question 19	Not Answered	
Question 20	Not Answered	
Question 21	Not Answered	
Question 22	Not Answered	
Question 23	Not Answered	
Question 24	Not Answered	
Question 25	Not Answered	
Question 26	Not Answered	
Question 27	Not Answered	
Question 28	Not Answered	
Question 29	Not Answered	
Question 30	Not Answered	
Question 31	Not Answered	
Question 32	Not Answered	
Question 33	Not Answered	
Question 34	Not Answered	
Question 35	Not Answered	

To end the review and continue to the next section, click on the Next Section button.

**Save and Exit** **Next Section**

### "Save and Exit" button

To be used whenever a student is exiting a test and will need to re-enter the test for any reason.

### Item Review Screen for Last Section

To go to a specific question, click on the question name.

Question Name	Answered?	Review?
Question 1	Not Answered	
Question 2	Not Answered	
Question 3	Not Answered	
Question 4	Not Answered	
Question 5	Not Answered	
Question 6	Not Answered	
Question 7	Not Answered	
Question 8	Not Answered	
Question 9	Not Answered	
Question 10	Not Answered	
Question 11	Not Answered	
Question 12	Not Answered	
Question 13	Not Answered	
Question 14	Not Answered	
Question 15	Not Answered	
Question 16	Not Answered	
Question 17	Not Answered	
Question 18	Not Answered	
Question 19	Not Answered	
Question 20	Not Answered	
Question 21	Not Answered	
Question 22	Not Answered	
Question 23	Not Answered	
Question 24	Not Answered	
Question 25	Not Answered	
Question 26	Not Answered	
Question 27	Not Answered	
Question 28	Not Answered	
Question 29	Not Answered	
Question 30	Not Answered	
Question 31	Not Answered	
Question 32	Not Answered	
Question 33	Not Answered	
Question 34	Not Answered	
Question 35	Not Answered	

To end the test and submit your answers for final scoring, click on the Submit button.

**Save and Exit** **Submit**

### "Submit" button

To be used ONLY when a student has completely finished with all testing.

More information about "Save and Exit" and "Submit" functions appear on the following pages. Please read the information carefully as student scores could be affected if instructions are not followed.

## USE OF “SAVE AND EXIT” BUTTON

### EXITING A TEST WITHOUT SUBMITTING ANSWERS TO BE SCORED

The “Save and Exit” button appears in the lower left-hand corner of each Item Review Screen. After students have reviewed their answers and are satisfied with their responses to the test questions, they should click this button, confirm the action on the subsequent pop-ups (which will give them the option of returning to the Item Review Screen instead of exiting the test), and close TestNav™. At the end of each section, except for the last section, students are only given the option to “Save and Exit” or move to the “Next Section.”

Screen shots of the exit progression appear on the next page. The number of test questions not answered for each section is displayed in the second screen. At the end of each section (except for the last section), students are only given the option to “Save and Exit” or move to the “Next Section.” Students can only submit their answers for scoring from the Item Review Screen at the end of the LAST test section.

## Item Review Screen Between Sections

### "Save and Exit" button

To be used whenever a student is exiting a test and will need to re-enter the test for any reason.

### "Unanswered questions" button

Lets student know how many questions have not been answered in each section.

### Save and Exit the Test Pop-up

### "Yes, exit the test" button

Click to continue exiting the test (this is the default button).

### "No, return to the test" button

Click to stop exiting and return to the test.

### Final Check for Exit Pop-up

### "Yes" button

Click to continue exiting the test.

### "No" button

Click to stop exiting and return to the test (this is the default button).

Test administrators/proctors (with Lab/Session Managers) should make certain that all students are in the "Exited" status prior to leaving the testing environment. No student should be left in "Started" status between test sessions (e.g., overnight). It will be necessary for Lab/Session Managers to "Resume" students prior to students beginning the next section of the test. The same Student Authorization Tickets are used for each day of testing. These Student Authorization Tickets should be securely stored when students are not actively testing and re-distributed at the start of each testing session.

## USE OF "SUBMIT" BUTTON

### EXITING A TEST TO SUBMIT ANSWERS TO BE SCORED

The "Submit" button appears in the lower right-hand corner of the Item Review Screen that appears after the last section of the test. After students have reviewed their answers in the final test section, are satisfied with all of their responses to the test questions, AND are prepared to submit their responses for scoring, students should click the "Submit" button. **Once a student submits a test to be scored, the test can NO LONGER be accessed for any reason.** At this time, students should click this button, confirm the action on the subsequent pop-ups (which will give them the option of returning to the Item Review Screen instead of submitting responses for scoring), and close TestNav™.

Screen shots of the exit progression appear on the next page. The number of test questions not answered for each section is displayed in the second screen. Students are only given the opportunity to "Submit" responses to be scored at the Item Review Screen at the end of the LAST section.



### Item Review Screen Last Section

#### "Save and Exit" button

To be used whenever a student is exiting a test and will need to re-enter the test for any reason.

#### "Submit" button

To be used ONLY when a student has indicated they are completely finished with all testing.

### Submit Test for Scoring Pop-up

#### "Yes, submit my test" button

Click to continue submitting test to be scored (this is the default button).

#### "Unanswered questions" button

Lets students know how many questions have not been answered in each section.

#### "No, return to the test" button

Click to STOP test submission and return to test.

#### "Yes" button

Click to continue submitting test to be scored. This is the final warning. Students will NOT be able to return to the test for any reason once this button is clicked.

### Final Check for Submission Pop-up

#### "No" button

Click to STOP test submission and return to test (this is the default button).

At the conclusion of the last section of the test, test proctors/administrations with Lab/Session Managers should confirm the status of all students prior to leaving the testing environment. Students should either be in the "Exited" status (if they have not completed the test) or the "Stopped" status (if they have completed the entire test and submitted it for scoring). No students should be left in the "Started" status between test sessions. (If a student was absent on the first day of testing, he/she will be in "Started" status until they log-in.) At the conclusion of the last test session, it should be noted which students are in the "Exited" status. A test make-up or test completion session will need to be scheduled for these students. It will be necessary for the Lab/Session Manager to "Resume" these students prior to students participating in a test make-up or test completion session. The same Student Authorization Tickets are used for test make-up or test completion sessions. Student Authorization Tickets should be securely stored and re-distributed at the start of test make-up or test completion sessions.

Scoring will occur for the entire test whether all questions on the test have been responded to or not.

Remember that each individual in possession of test materials at any time will be held accountable for the security of his/her test materials.

## TEST ADMINISTRATION: SESSION ONE

Prior to the beginning of Session One, be sure that all student workstations are cleared of all non-testing materials. Students should have a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class. See that each student has a pencil, scratch paper, and any additional supplies or materials specified for your subject area.

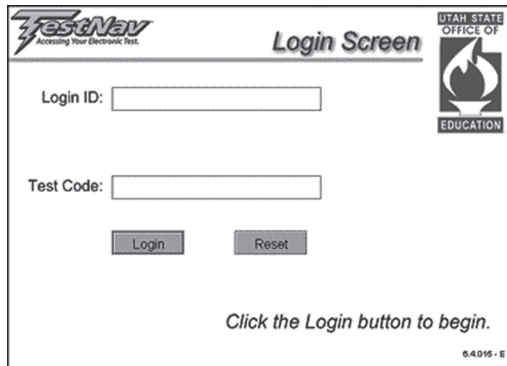
In addition, Special Codes **must** be completed for any student who qualifies for one of the categories in Appendix B of this manual. Individual school sites should determine who is responsible for completing this task. **This should be updated during testing and before testing is stopped.**

### IMPORTANT

All directions following the word "SAY" are to be read aloud to students.

**SAY: DO NOT touch the computers until instructed to do so.**

Follow local procedures to get all students to the TestNav™ Login Screen (shown below), which contains Login ID and Test Code fields.



**SAY: The computer is now set to the TestNav™ Delivery System.**

Distribute the printed Student Authorization Tickets to the appropriate students. If you do not have a ticket for a particular student, contact your Site Coordinator.

**SAY:** Look at the Student Authorization Ticket I have just given you. Make sure the ticket has your name on it. If you do not have your correct Student Authorization Ticket, please raise your hand.

**Your Student Authorization Ticket provides you with your unique access codes to take the Utah Science Test.**

**Find your Login ID and Test Code and enter them in the appropriately labeled boxes on your screen. When the information on the screen matches the information on your Student Authorization Ticket, click the "Login" button to begin. Wait to go on until instructed to do so.**

Once all students have successfully logged into the system, read the following overview of test and "General Directions."

**SAY:** [The teacher should read these instructions slowly and make sure all students understand them.]

**Today you will be taking the Utah Mathematics Test.**

**Test questions will be presented one at a time. Each question will be followed by several possible answers. The computer will allow you to choose only one answer at a time for each question.**

**You can use the mouse or keyboard to navigate and choose answers. To answer a question using the mouse, position the pointer over an answer and click once. To answer a question using your keyboard, simply type the letter that corresponds to the answer you wish to choose. For example, to choose option A, type the letter A on your keyboard.**

**Navigation buttons appear at the bottom of the screen for each question. If you do not see the navigation buttons, you need to scroll down to reveal them. A scroll bar will appear on the right-hand side of the window.**

**There are tools available for you to use in taking the test. Icons for these are in the upper left-hand corner of the screen. There is a help tool that provides information on how to use each tool.**

**Do not attempt to leave TestNav™ until you are instructed to do so. Doing so will result in termination of the test. Restarting a test requires the test administrator's assistance.**

**Throughout the test, read and answer each question. When you have chosen the best answer, mark the corresponding circle using your mouse or keyboard.**

**Click the "Next" button at the bottom of the screen. [PAUSE.]**

**SAY: Follow along on the computer screen as the directions are read aloud.**

**“General Directions”**

**“This test has three [read two for Algebra 2] sections of multiple-choice questions. At the end of each section, stop and check your work.**

**“Read each questions carefully. Choose the best answer from the four answer choices. (If you are not sure about the answer, please make the best guess you can.)**

**“If you do not know the answer to a question, continue on to the following questions and return to the unanswered question later. (Please attempt to answer all questions on this test.)**

**“You may use a calculator on this test. A reference sheet is available to help you answer questions. You may do your work on scratch paper. Please make sure you mark your answer on the computer.**

**“If you finish early, you may go back within the section on which you are working and check your work.”**

PAUSE. Answer any procedural questions students ask.

**SAY: At the bottom of this screen, click the “Next” button and begin Section One of the test.**

While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that students are answering all of the questions in Section One. Make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name at the bottom of the computer screen and on the Student Authorization Ticket matches the name of the student sitting at the workstation.

At the end of the testing session, ensure that all students exit TestNav™ correctly via the Item Review Screen.

**SAY:** If you need more time to complete the test, please tell me now.

**You should be at the Item Review Screen. If you are not, click the "Go to . . ." button at the bottom of the screen.**

- **Click the "Save and exit" button.**
- **You will then be asked "Are you sure you want to exit the test?"**
- **Click the "Yes, exit the test," button.**
- **You will then be asked "Do you wish to exit the test?"**
- **Click the "Yes" button.**

**Wait quietly in your seat while the Student Authorization Tickets are being collected.**

Collect the Student Authorization Tickets and ensure that all students have exited from TestNav™. The Student Authorization Tickets are secure documents and will be used for the next session of testing.

Verify that **all** materials have been collected and that **all** students have logged out of TestNav™.

**SAY: This concludes the Secondary Mathematics Test.**

Store the materials in a secure location between testing sessions.

## TEST ADMINISTRATION: SESSION TWO

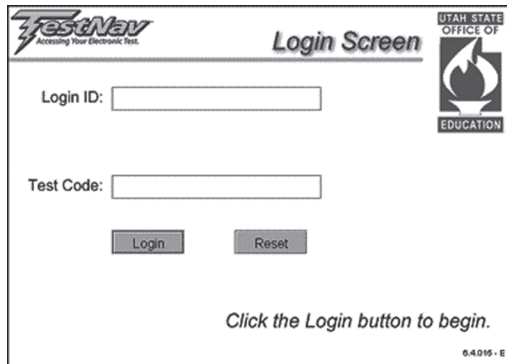
**Important:** Prior to test administration for Session Two, students must be “Resumed” by the “Lab/Session Manager” in order to login to the system. This feature ensures that students are not able to login to the secured test outside of the Test Administration Sessions.

**Note:** Because Algebra 2 only has two sections, students taking Algebra 2 should exit the test as described in Session 3. In addition, make any corrections to the Special Codes information that are appropriate. **Special Codes cannot be changed after a student submits his/her test for scoring.**

Be sure that all student work stations are cleared of all non-testing materials. Students should have a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class. See that each student has a pencil, scratch paper, and any additional materials specified for your subject area.

**SAY: DO NOT touch the computers until instructed to do so.**

Follow local procedures to get all students to the TestNav™ Login Screen (shown below), which contains Login ID and Test Code field.



**SAY: The computer is now set to the TestNav™ Delivery System.**

Distribute the printed Student Authorization Tickets to the students. If you do not have a ticket for a particular student, contact your Site Coordinator.

**SAY: Look at the Student Authorization Ticket I have returned to you. Make sure the ticket has your name on it. If you do not have your correct Student Authorization Ticket, please raise your hand.**

**SAY: Find your Login ID and Test Code and enter them in the boxes on your screen. When the information on the screen matches the information on your Student Authorization Ticket, click the "Login" button to begin. Wait to go on until instructed to do so.**

**You should be at the Item Review screen. If you are not, click the "Go to . . ." button at the bottom of the screen.**

**Now that everyone is at the Item Review Screen, scroll to the bottom of the screen. Click the "Next Section" button, located in the bottom right-hand corner of the screen. At the pop-up screen, click the "Next" button.**

**Your screen should now read "Section 2."**

**If your screen does not read "Section 2," raise your hand and I will help you navigate to the correct screen.**

PAUSE. Assist any students with their hands raised.

**Wait to go on until instructed to do so.**

**Do you have any questions about these directions?**

PAUSE. Check to see that the screen for all students reads "Section 2."

Once all students have successfully logged into the system, continue reading the instructions.

If all the students in the testing session have been present and have read the "General Directions" in the previous testing session, you may elect not to read the instructions again. **If there are students who were not present for the previous session, please re-read the "General Directions" on pages 12 and 13 with all students before starting the second session.**

If the "General Directions" were not repeated, begin with the following:

**SAY: When you come to the the Item Review Screen at the end of the section, please re-check your work in the section you have just completed.**

**Do you have any questions about these directions?**

PAUSE. Answer any procedural questions students ask.

**SAY: At the bottom of this screen, click the "Next" button and begin Section Two of the test.**



While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that students are answering all of the questions in Section Two. Make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name at the bottom of the computer screen and on the Student Authorization Ticket matches the name of the student sitting at the workstation.

At the end of the testing session, ensure that all students exit TestNav™ correctly via the Item Review Screen.

**Note:** If administering Algebra 2, refer to page 21 for instructions on how to exit the test and submit answers to be scored.

**SAY: If you need more time to complete the test, please tell me now.**

**You should be at the Item Review Screen. If you are not, click the “Go to . . .” button at the bottom of the screen.**

- **Click the “Save and exit” button.**
- **You will then be asked “Are you sure you want to exit the test?”**
- **Click the “Yes, exit the test,” button.**
- **You will then be asked “Do you wish to exit the test?”**
- **Click the “Yes” button.**

**Wait quietly in your seat while the Student Authorization Tickets are being collected.**

Collect the Student Authorization Tickets and ensure that all students have exited from TestNav™. The Student Authorization Tickets are secure documents and will be used for the next session of testing.

Verify that **all** materials have been collected and that **all** students have logged out of TestNav™.

**SAY: This concludes the Secondary Mathematics Test.**

Store the materials in a secure location between testing sessions.

### TEST ADMINISTRATION: SESSION THREE

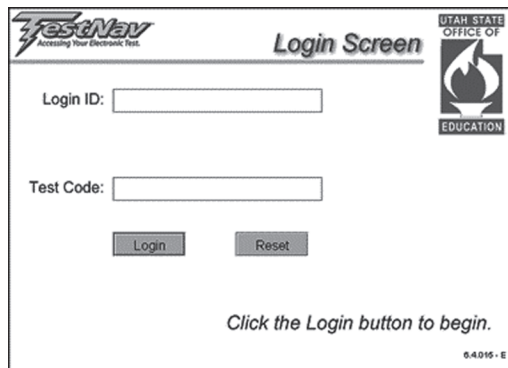
**Important:** Prior to test administration for Session Three, students must be “Resumed” by the Lab/Session Manager in order to login to the system. This feature ensures that students are not able to login to the secure test outside of the Test Administration Sessions.

In addition, any corrections to the Special Codes information must be made prior to the end of Session Three. **Special Codes cannot be changed after a student submits his/her test for scoring.**

Be sure that all student work stations are cleared of all non-testing materials. Students should have a book to read (or another quiet, non-electronic activity to do) in case they finish the test before the rest of the class. See that each student has a pencil, scratch paper, and any additional materials specified for your subject area.

**SAY: DO NOT touch the computers until instructed to do so.**

Follow local procedures to get all students to the TestNav™ Login Screen (shown below), which contains Login ID and Test Code field.



**SAY: The computer is now set to the TestNav™ Delivery System.**

Distribute the printed Student Authorization Tickets to the students. If you do not have a ticket for a particular student, contact your Site Coordinator.

**SAY: Look at the Student Authorization Ticket I have returned to you. Make sure the ticket has your name on it. If you do not have your correct Student Authorization Ticket, please raise your hand.**

**SAY: Find your Login ID and Test Code and enter them in the boxes on your screen. When the information on the screen matches the information on your Student Authorization Ticket, click the "Login" button to begin. Wait to go on until instructed to do so.**

**You should be at the Item Review screen. If you are not, click the "Go to . . ." button at the bottom of the screen.**

**Now that everyone is at the Item Review Screen, scroll to the bottom of the screen. Click the "Next Section" button, located in the bottom right-hand corner of the screen. At the pop-up screen, click the "Next" button.**

**Your screen should now read "Section 3."**

**If your screen does not read "Section 3," raise your hand and I will help you navigate to the correct screen.**

PAUSE. Assist any students with their hands raised.

**Wait to go on until instructed to do so.**

**Do you have any questions about these directions?**

PAUSE. Check to see that the screen for all students reads "Section 3."

Once all students have successfully logged into the system, continue reading the instructions.

If all the students in the testing session have been present and have read the "General Directions" in a previous testing session, you may elect not to read the instructions again. **If there are students who were not present for a previous session, please re-read the "General Directions" on pages 12 and 13 with all students before starting the third session.**

If the "General Directions" were not repeated, begin with the following:

**SAY: When you come to the the Item Review Screen at the end of the section, please re-check your work in the section you have just completed.**

**Do you have any questions about these directions?**

PAUSE. Answer any procedural questions students ask.

**SAY: At the bottom of this screen, click the "Next" button and begin Section Three of the test.**

## Test Administration: Session Three

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While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that students are answering all of the questions in Section Three. Make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name at the bottom of the computer screen and on the Student Authorization Ticket matches the name of the student sitting at the workstation.

At the end of the testing session, ensure that all students exit TestNav™ correctly via the Item Review Screen.

### **Important:**

- If a student **HAS NOT** completed all Mathematics test sections, or if a student requires additional time to complete the test, he/she must exit the system differently than students that are completely finished with testing. Please follow the "Save and Exit" instructions. This process is described in detail on pages 6 and 7, and the script for these instructions is at the bottom of this page.
- For students who **HAVE** completed **all** Mathematics test sections **and** are finished testing **and** do not require additional time to complete the test, follow the "Submit" instructions. This process is described in detail on pages 8–10, and the script for these instructions is on the next page. **Once a student submits a test to be scored, the student can NO LONGER access the test for any reason.**

**SAY: If you need more time to complete any part of the test, please tell me now.**

If students indicate yes, instruct these individual students to follow the next set of general instructions. Ask other students to wait patiently.

- **Student HAS NOT Completed All Test Sections**  
**"Save and Exit" – Exiting a Test Without Submitting Answers to be Scored**

Follow these instructions for individual students who have not completed all test sections, and are NOT ready to submit their test to be scored.

**SAY:** You should be at the Item Review Screen. If you are not, click the "Go to . . ." button at the bottom of the screen.

- Click the "Save and exit" button.
- You will then be asked "Are you sure you want to exit the test?"
- Click the "Yes, exit the test," button.
- You will then be asked "Do you wish to exit the test?"
- Click the "Yes" button.

Wait quietly in your seat while the other students submit their tests for scoring.

Continue to exit the rest of the students by completing the following instructions.

- **Students HAVE Completed ALL Test Sections**  
**"Submit" – Exiting a Test to Submit Answers to be Scored**

Follow these instructions for the students who have completed all test sections and are ready to submit their tests to be scored. Once a student submits a test to be scored, the student can NO LONGER access the test for any reason.

**SAY:** For students who have completed the test, you should be at the Item Review Screen. If you are not, click the "Go to . . ." button at the bottom of the screen.

- Click the "Submit" button.
- You will then be asked "Are you sure you want to submit your test?"
- Once you submit your test, you cannot access the test again for any reason. If you are sure you are completely finished with your test and you want to submit your test for scoring, click the "Yes, submit my test" button to submit your answers for scoring."
- You will then be asked "Do you wish to end the test and submit your answers?"
- Click the "Yes" button.

Wait quietly in your seat while the Student Authorization Tickets are being collected.

Collect Student Authorization Tickets and ensure that all students have exited from TestNav™.

Verify that **all** materials have been collected and that **all** students have logged out of TestNav™.

**SAY:** This concludes the Secondary Mathematics Test.

### **Test Administration: Session Three**

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Work with the Lab/Session Manager to make note of any irregularities during testing, including students who will require a make-up or test completion opportunity.

Return test materials to your Site Coordinator and he/she will return the test materials to your district office.

**Thank you for your help in administering the Utah Secondary Mathematics Core Criterion-Referenced Test. Your hard work, care, and organization will help ensure valid and fair results, as well as speed up the scoring process.**

# **Test Administration Manual**

## **Appendices**

## APPENDIX A

### ASSESSMENT ACCOMMODATIONS

All Utah students are to participate in the Utah Performance Assessment System for Students (U-PASS), including administration of the CRTs. To meet students' special needs, assessment accommodations are allowed in specific situations in order to enable students to better demonstrate their knowledge. These decisions apply to:

- English Language Learners.
- Students with Disabilities.
- Students with Section 504 Plans.

Accommodations are determined by an ELL, IEP or 504 team.

Both federal and state laws require that all students be administered assessments intended to hold schools accountable for the academic performance of students. These laws include state statutes that regulate the Utah Performance Assessment System for Students (U-PASS). The most prominent federal laws are the No Child Left Behind Act of 2001 (NCLB) and the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

**Students** are expected to participate in the state accountability system. This principle of full participation includes ELL students, students with an Individualized Education Program (IEP), and students with a Section 504 plan.

Decisions regarding accommodations and modifications must be made by an ELL, IEP, or 504 team and documented in the student's file. ELL team members, Individualized Education Program (IEP) team members, and Section 504 team members must actively engage in a planning process that addresses the assurance of the provision of accommodations to facilitate student access to grade-level instruction and state assessments. **Individual teachers may not make decisions regarding assessment accommodations at the time of test administration. These decisions must be made in advance by the appropriate team.**

To obtain detailed information about the official state policy for assessment accommodations, examine the document entitled *U-PASS Assessment Participation and Accommodations Policy*. This document is available at the following URL:

[http://www.schools.utah.gov/eval/DOCUMENTS/Special\\_Needs\\_Accommodations\\_Policy.pdf](http://www.schools.utah.gov/eval/DOCUMENTS/Special_Needs_Accommodations_Policy.pdf).



**English Language Learners (ELL)**

The federal NCLB Act Title III and state U-PASS legislation and policy determine which ELL students take which CRT. This determination is based on the student's **number of years in the United States**. The pertinent guidance related to these policies is **summarized** below. All assessment decisions related to CRTs regarding ELL students should be informed by the school's ELL team.

<b>Years in U.S./Proficiency Level</b>	<b>ELA</b>	<b>Math</b>	<b>Science</b>
Less than 1 full year Enrolled on or after April 15 of current year	no	no	no
Less than 1 full year Enrolled before April 15 of current year	no	yes	yes
1–2 years Enrolled on or after April 15 of previous year	no	yes	yes
1–2 years Enrolled before April 15 of previous year	yes	yes	yes
3 years or more	yes	yes	yes

\*See the following document for further guidance: *U-PASS Assessment Participation and Accommodations Policy*.

## APPENDIX B

### MARKING THE SPECIAL CODES BOX ON THE COMPUTER-BASED TEST Using the Student Test Details Screen to Enter Test Administration Data

#### BASIC RULES

- The Special Codes are to be used only for a small percentage of students.
- A computer-based test with no responses will be interpreted as “not participating” in terms of accountability, unless a reason is identified.

#### Mark Special Codes only if a student:

- Participated in a non-standard administration of the test (select reason in non-standard participation drop-down box).
- Did not mark any answers even though there were efforts to encourage participation in the test (mark reason in non-participation drop-down box).
- Did not participate in the assessment (mark reason in non-participation drop-down box).

#### Student Roster Screen

The screenshot shows the U-PASS Student Roster screen. At the top, there is a navigation bar with links: HOME, STUDENTS, SESSIONS, DELIVERY, REPORTING, LOGOUT, and HELP. Below this, the 'Session Roster' section is active. It displays the test to be administered (Utah ELA Grade 5) and the session name (Utah ELA Grade 5 Session Set up). A table lists the session roster with columns: Remove, Resume, Status, Student Name, Unique ID, Login ID, and Form or Form Group Type. The 'Student Name' column contains hyperlinks for 'NEW STUDENT'. An arrow points to one of these links. Below the table, there are buttons for Refresh, Resume Checked, Remove Checked, Apply, Add Students, Move Students, Delete Session, Print, and Proctor Caching.

Remove	Resume	Status	Student Name	Unique ID	Login ID	Form or Form Group Type
<input type="checkbox"/>	<input type="checkbox"/>	Not Started	<a href="#">NEW STUDENT</a>	94500160	94500160	Main
<input type="checkbox"/>	<input type="checkbox"/>	Not Started	<a href="#">NEW STUDENT</a>	76797024	76797024	Main
<input type="checkbox"/>	<input type="checkbox"/>	Not Started	<a href="#">NEW STUDENT</a>	46541349	46541349	Main
<input type="checkbox"/>	<input type="checkbox"/>	Not Started	<a href="#">NEW STUDENT</a>	24859075	24859075	Main
<input type="checkbox"/>	<input type="checkbox"/>	Not Started	<a href="#">NEW STUDENT</a>	66577846	66577846	Main

Student Names are hyperlinked to the Student Test Details screen. Click on the student's name to enter details about Non-Standard Participation, Accommodation, Non-participation codes, and/or “Mark Test Complete.”

**For non-standard participation mark:**

- “Accommodated” if accommodations were provided.  
In addition, indicate all specific accommodations provided.
- “Private or Home School” if the student is educated in a private school or home school setting.
- “Modified” if a modified assessment was administered.

**For non-participation mark:**

- If a non-participation code is used, the Lab/Session Manager (with either the Site Coordinator or Test Administrator/Proctor) will also need to “Mark Test Complete” and provide a reason in the box provided.
- “Absent” if the student was not present during any part of the test administration period and was not able to make up the test.
- “Excused” if the student could not take the test as a result of a medical emergency.
- “Unknown Student” for a student listed in your pre-load files who cannot be identified as ever having been enrolled in the school.
- “Officially withdrawn from class/school” if the student is no longer enrolled in the class/school.
- “ELL First Year in U.S. April 15 or later” if the student is an ELL student and enrolled on or after April 15 of the current school year.
- “Private or Home School non-participation” if the student is educated in a private or home school setting and did not take the test but has a pre-load file.
- “RT” if the student refused to take the test even though there were efforts to encourage participation in the test.
- “UAA” if the student participated in Utah’s Alternate Assessment instead of the CRT.

## Points to Remember

- Enter non-standard participation and accommodation codes (Special Codes) before testing begins.
- Make necessary changes to non-standard participation and accommodation codes (Special Codes) before students submit their answers for scoring.
- Non-participation codes, choosing “Mark Test Complete” and providing an explanation must be done before the session can be stopped. All sessions must be in the “Stopped” status prior to the close of the LEA testing window.
- If after all opportunities for a student to finish their test have passed, a student still appears in the “Exited” status, the student’s test has not been submitted. To stop the student’s test and submit it for scoring, the Lab/Session Manager (with the Site Coordinator or Test Administrator/Proctor) should “Mark Test Complete” and enter a reason. **Educators should NEVER use a student’s login code to enter his/her test, even to submit it.**

Screen shots related to this process are provided on the following pages.

### Student Test Details Screen

Student Test Details				
<div> <a href="#">Back</a> <a href="#">Refresh</a> <a href="#">Apply</a> <a href="#">Mark Test Complete</a> </div>				
Test Status	Student Name	Grade	Unique ID	Login ID
Not Started	MOORE, JACOB	08	33651173	33651173
Test to be Administered	Test Started	Test Ended	Test Code	
Utah Math Grade Algebra 1			NBFJA9	
Termination Reason	Form Taken	Assigned Form Group Type		
		Main		
Report Exclusion Reason	Report	Report Group		
	Yes	MR SMITH MATH		
Test Administration Data				
Non-Standard Partic:	Select	Translated Formulas: Select		
Non-Participation:	Select	Word Processor: Select		
Directions read:	Select	Calculation Device: Select		
Questions read:	Select	Write in Test Book: Select		
Directions Signed:	Select	Scribe: Select		
Questions Signed:	Select	Visual Organizers: Select		
Screen Reader:	Select	Graphic Organizers: Select		
Direction Oral Trans:	Select	Text-to-Speech: Select		
Questions Oral Trans:	Select	Braille: Select		
Large Print:	Select	Recording Device: Select		
Magnification Device:	Select	Reduce Distort Stud: Select		
Braille:	Select	Reduce Distort Other: Select		
Tactile Graphics:	Select	Physical Access: Select		
Audio Amplification:	Select	Extended Time: Select		
Visual Cues:	Select	Multiple Breaks: Select		
Talking Material:	Select	Schedule Change: Select		
Bilingual Lists:	Select	Temporary: Select		
*Indicates required fields				
<div> <a href="#">Back</a> <a href="#">Refresh</a> <a href="#">Apply</a> <a href="#">Mark Test Complete</a> </div>				

To “Mark Test Complete,” click here and enter a reason in the space provided. It may be necessary to enter Non-Standard or Non-Participation codes as well.

Non-Standard Participation code options can be selected here. If ELL/504/IEP Plan is chosen, you must ALSO select from among the accommodation codes listed on this screen (“no” is implied; select “yes” only for those accommodations received).

If a Non-Participation code needs to be entered, do so here. It will also be necessary to “Mark Test Complete.”

Must click on “Apply” to save changes.

You may click the “Back” button to return to Student Roster screen.









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